

# ***Air Force Reserve Command***

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## **Enlisted Career Progression**





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# Overview



- 
- **Up Grade Training (UGT)**
  - **Professional Military Education (PME)**
  - **Evaluations**
  - **Promotions**

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# ***What is UGT?***



- **The key to the total training program**
- **Purpose**
  - **To qualify you to do your AF job**
  - **To ensure skill level eligibility for promotion**



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# ***UGT Responsibilities***



- 
- **Your Unit Training Manager**
    - **Advises/manages unit UGT program**
  - **Your Supervisor**
    - **Plans and schedules UGT**
  - **Trainee (you)**
    - **Achieves and maintains necessary knowledge and qualifications**

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# ***Air Force Skill Levels***



- 
- **1-Level (Entry)**
  - **3-Level (Apprentice)**
  - **5-Level (Journeyman)**
  - **7-Level (Craftsman)**
  - **9-Level (Superintendent)**
  - **Chief Enlisted Manager (CEM) Code**

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# ***Career Development Courses (CDCs)***



- **Supervisor or Training Manager**  
**requests CDCs from ARPC/DPRPT**
- **Supervisor or Training Manager**  
**requests course exam from**  
**ARPC/DPRPT**
- **Schedule testing with local test**  
**~~control office~~**

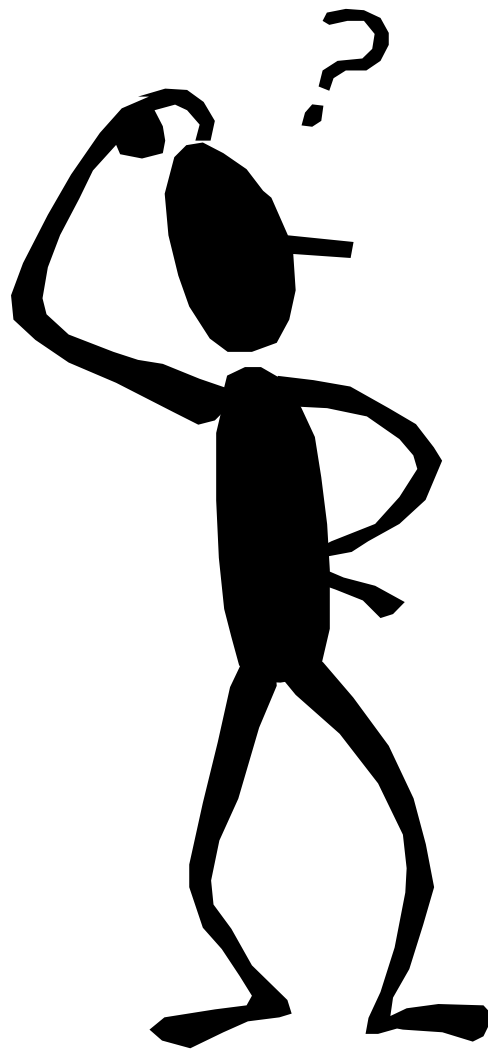
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# ***QUESTIONS?***



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# ***General Information***



- 
- **PME courses available by both correspondence and in-residence**
  - **Order your PME courses through ARPC's Military Training Division (ARPC/DPRPT)**
  - **PME ribbon only awarded for in-residence**

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# ***Levels of PME***



- 
- **Airman Leadership School (ALS)**
  - **Noncommissioned Officer Academy (NCOA)**
  - **Senior Noncommissioned Officer Academy (SNCOA)**

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# ***Airman Leadership School***



## ***In-Residence***

- **SrA with 4 yrs service**
- **Promotion to SSgt**
- **Local quotas**
- **4 weeks**
- **Prog Mgr approval**
- **No Board**

## ***Correspondence***

- **SrA**
- **Promotion to SSgt**
- **Enroll through ARPC/DPRPT**

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# ***NCO Academy***



## ***In-Residence***

- **TSgt or SSgt with 8 yrs service**
- **Promotion to MSgt**
- **20 quotas per year**
- **6 weeks**
- **Prog Mgr approval to apply**
- **Board selection**

## ***Correspondence***

- **TSgt or SSgt**
- **Promotion to MSgt**
- **Enroll through ARPC/DPRPT**

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# ***Senior NCO Academy***



## ***In-Residence***

- **MSgt**
- **Promotion to SMSgt**
- **12 quotas per year**
- **6 weeks, Gunter Annex**
- **Prog Mgr approval to apply**

## ***Correspondence***

- **MSgt**
- **Promotion to SMSgt**
- **Available in CD-ROM only**
- **Enroll through ARPC/DPRPT**

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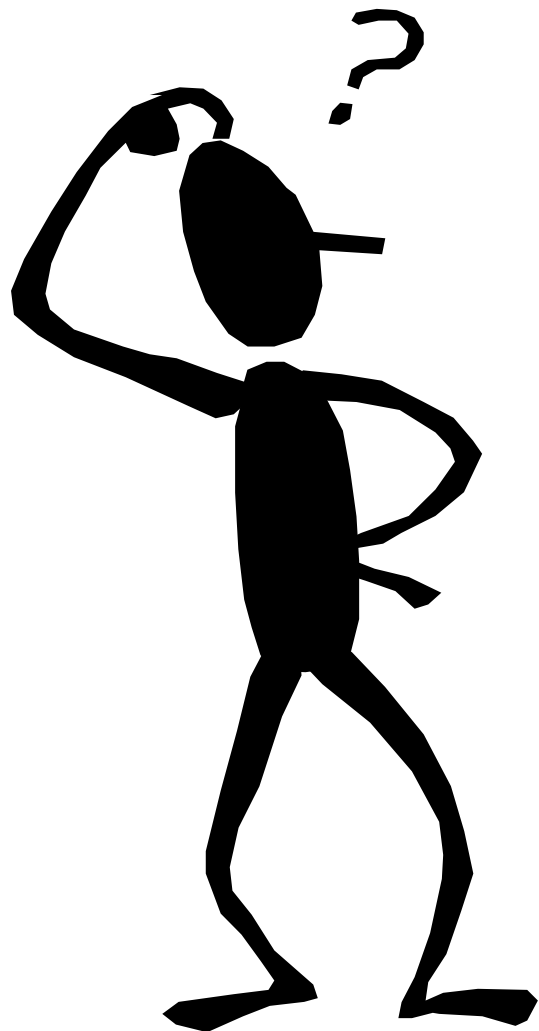
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■ **Board selection**



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# *Questions*



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# Overview



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- Professional Military Education (PME)
- **Evaluations**
- **Promotions**

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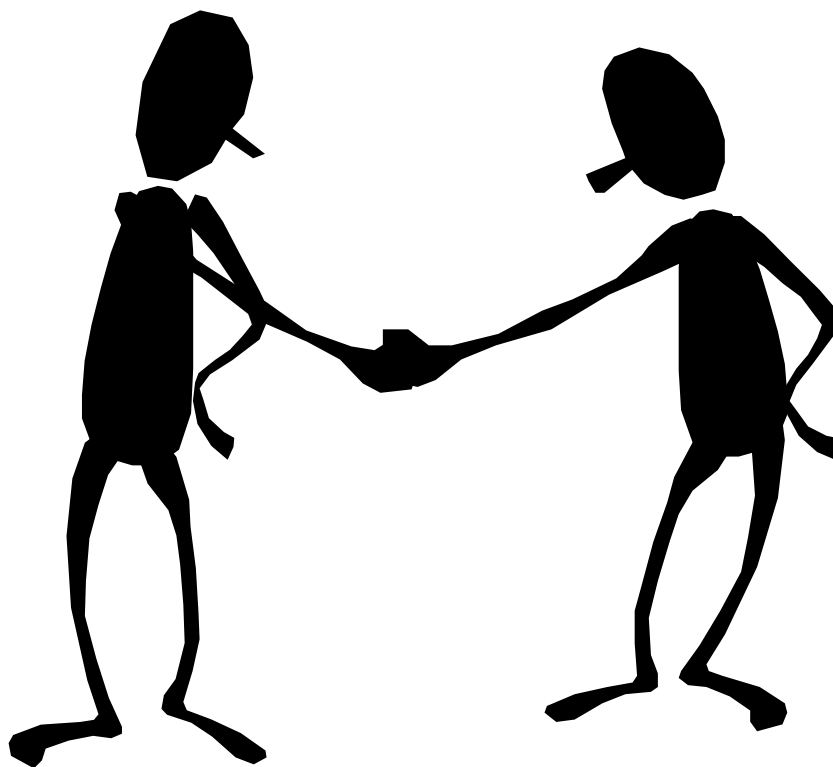
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# ***Components of Enlisted Evaluation System (EES)***

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- **Performance Feedback**
- **Enlisted Performance Report (EPR)**



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# ***Performance Feedback Worksheet (cont'd)***



## ■ **SrA-TSgt (AF Form 931)**

### ■ **Initial**

- **Within 60 days of beginning supervision**

### ■ **Midterm**

- **Half-way between EPRs**

### ■ **Follow-up**

- **Upon request**



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# ***Performance Feedback Worksheet (cont'd)***



## ■ **MSgt and SMSgt (AF Form 932)**

### ■ **Initial**

- **Within 60 days of supervision beginning**

### ■ **Midterm**

- **Midway between initial and close-out next EPR**

### ■ **Follow-up**

- **Upon request**



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# ***Performance Feedback Worksheet***



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## ■ **CMSgt (AF Form 932)**

### ■ **Initial**

- **Within 60 days of supervision beginning**

### ■ **Follow-up**

- **Upon request**



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# Requirements for EPR



<b>Type of Report Required</b>	<b>Active/IDT Points Req</b>	<b>Action Being Taken</b>
<b>Biennial Report</b>	<b>16 Points</b>	<b>2 Years Since Last</b>
<b>CRO Official</b>	<b>16 Points</b>	<b>Changes of Reporting</b>
<b>Directed by HAF</b>	<b>0 Points</b>	<b>HAF/Commander</b>

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# ***Mandatory Endorser on EPR***



<b>Grade</b>	<b>Endorser</b>
<b>SSgt, TSgt above or</b>	<b>MSgt and  GS-7 and above</b>
<b>MSgt, SMSgt, CMSgt or</b>	<b>Major and above  GS-12 and above</b>

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# ***Your Involvement***



- **Know when your report and feedback are due**
  - **Shell not required to prepare EPR**
- **Keep track of duties performed**
- **It is vital to provide inputs to your supervisor**



**Your responsibility--  
be involved**

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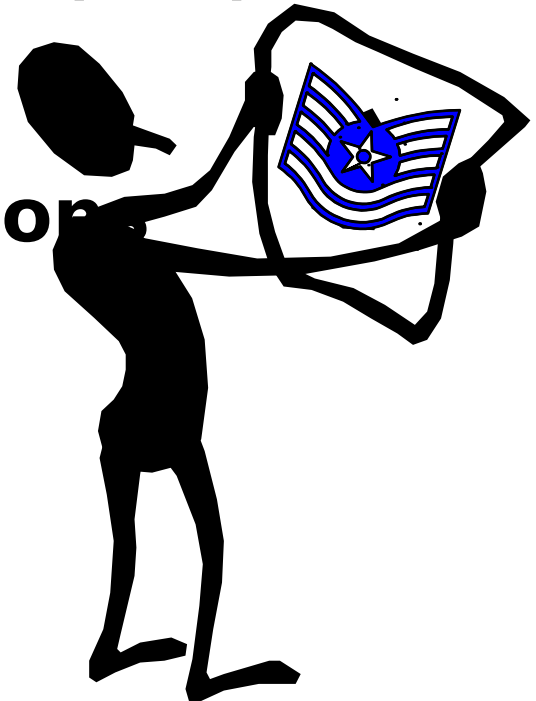
# ***Enlisted Promotions***



## ■ **Promotion Cycle**

- **Unit Vacancy Promotions**
- **Extended Promotion Program**
- **Promotion Enhancement Program (PEP)**

## ■ **Reasons for deferring promotion**



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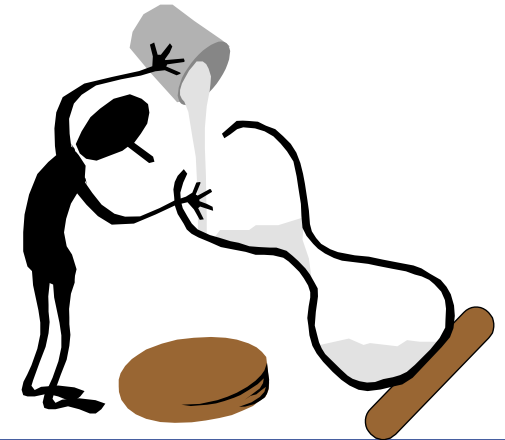
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# ***Unit Vacancy Promotions IMAs Only***

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- **Meet minimum requirements**
- **Must occupy higher grade position**
- **Supervisor recommendation**
- **Unit Commander approval of recommendation**
- **Program Manager approval**
- **ARPC updates MILPDS and publishes orders**



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# Minimum Requirements



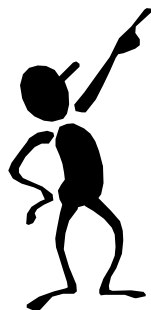
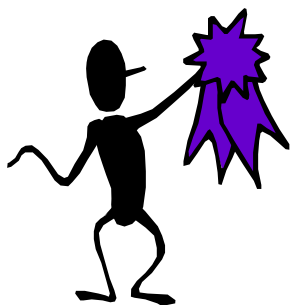
	TIG	Enl Svs	Sat Svs	PME	SKILL
<b>SSGT</b>	12 mos Leadership School (or		4 yrs	Airman  equivalent)	5-level
<b>TSGT</b>	18 mos		5 yrs	N/A	7-level
<b>MSGT</b> level	24 mos	8 yrs	8 yrs	NCO Academy	7-
<b>SMSGT</b>	24 mos	10 yrs Academy	11 yrs	Senior NCO	7-level
<b>CMSGT</b>	24 mos	10 yrs	14 yrs	N/A	9-level

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# The Promotion Cycle



**60-55 Days ----- 30 days ----- 20 days ----- 10 days -----  
0 ----- 5 days after**

**Eligibility  
Publishes  
Rosters Run  
Orders**

**Commander  
Certification**

**Program  
Manager Approval**

**ARPC Updates  
Mil PDS**

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# ***Promotions***



- **All promotions are effective on first day of odd months**
  - **Jan, Mar, May, Jul, Sep, Nov**
  
- **Promotion list is now available on ARPC's website**
  - **After the 10th day of the promotion month**



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# ***Some Reasons for Deferring Promotions***

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- **Unsatisfactory participation**
- **Has UIF**
- **Has not been assigned to position for 6 months**
- **Supervisor determines more growth is needed**

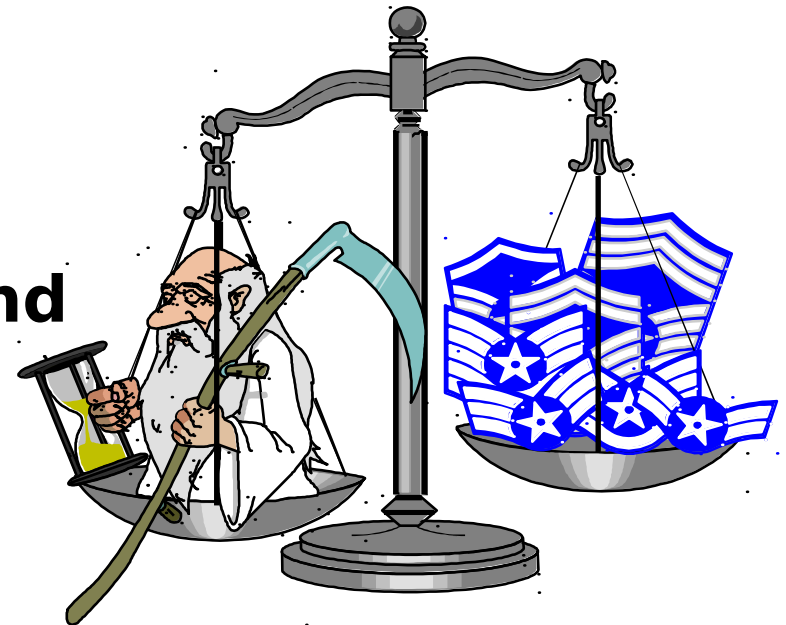


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# ***Extended Promotion Program***



- **Promotion to TSgt only (includes Cat E)**
- **Meet minimum requirements, with exception**
  - **16 satisfactory years toward retirement**
- **Supervisor recommendation**
- **Unit Commander approval**
- **Program Manager approval**
- **ARPC will update MILPDS and publish orders**



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# ***Promotion Enhancement Program (PEP)***

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- **For well-deserving outstanding performers demonstrating great potential for the next higher grade, who are blocked for promotions under Unit Vacancy**
  
  - **Who's eligible**
    - **SSgt-SMSgt**
      - **For promotions TSgt to CMSgt**
  
    - **IMAs and Cat E**
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# ***Promotion Enhancement Program (PEP)***

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## **■ How**

- Supervisor completes recommendation package**
- Commander completes 1<sup>st</sup> Indorsement to PM**
- PM completes 2<sup>nd</sup> Indorsement to ARPC**

## **■ When**

- Boards are held in March and September**
- Promotion dates are 1 April and 1 October**

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***I n t e g r i t y - S e r v i c e - E x c e l l e n c e***



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# PEP Promotion Results



	CY 03 Quota	Mar 03	Sep 03	Mar 04 Quota	
Mar 04					
TSGT	19	8	6	10	6
MSGT	46	12	13	8	7
SMSGT	16	8	8	3	3
CMSGT	2	1	1	1	1

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# ***New Reserve Service Commitment***

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- **Top Three enlisted promotions**
- **Requires a commitment to Selected Reserve**
- **Must sign a 2 year commitment**

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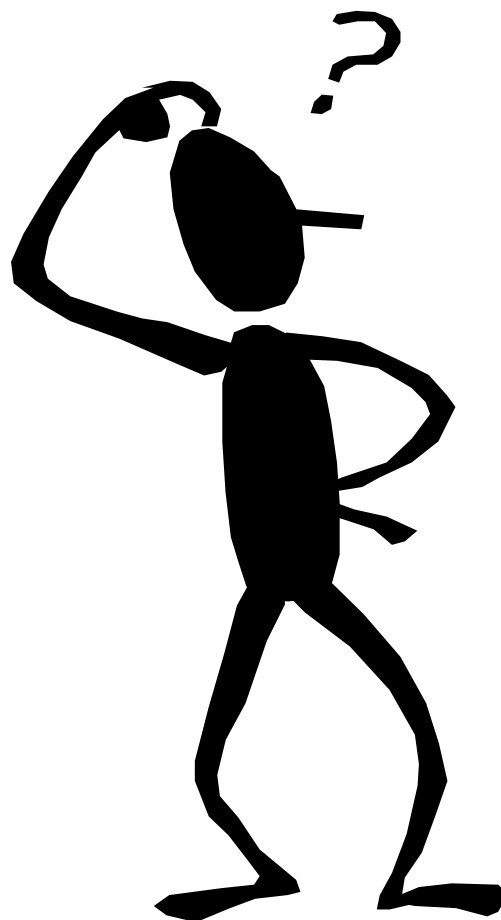
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# *Questions*

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